

Technical Training Competency 1.8

Competency 1.8 Technical training personnel shall demonstrate a working level knowledge of adult learning methodologies and instructor techniques required to conduct a training session or evaluate the effectiveness of classroom training sessions.

1. Supporting Knowledge and Skills

- a. State and discuss the factors which are under an instructor's control that affect learning during classroom instruction, including a discussion of dealing with difficult trainees.
- b. Describe the attributes of an effective classroom learning environment.
- c. Compare and contrast various classroom instructional methodologies including lecture, role-play, case studies, discussions, and practical classroom demonstrations.
- d. Describe the attributes of an effective classroom instructor including use of training and media materials, effective speaking, questioning techniques, and subject matter expertise.
- e. List and discuss the key elements and components of a valid and reliable testing program to evaluate trainee knowledge during, or upon completion of classroom training.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

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Read page 33, Section 4.1, and page 49, Section 5.2.2, of DOE-HDBK-1078-94, U.S. Department of Energy Handbook, *Training Program Handbook: A Systematic Approach to Training*.

Read pages 4-11 through 4-20 of *The Occasional Trainer's Handbook*.

EXERCISE 1.8-A Review Attachment 34, page 169, "Instructor Lesson Rating Form," DOE-HDBK-1078-94.

EXERCISE 1.8-B Scan Job Aid 4-4, Part B, pages D-16 through D-17, "Effective Verbal/Nonverbal Communication," of *The Occasional Trainer's Handbook*

EXERCISE 1.8-C Scan Attachment 39, pages 176 through 178, "Instructor Observation Checklist-Classroom," of DOE-HDBK-1078-94 .

3. Summary

Adults learn in a variety of ways and bring personal and professional experiences to the training arena. The ability to provide effective training is significantly influenced by the leadership, technical competency, interpersonal skills, and demeanor of the instructor.

Reference: DOE/ID-10328, *Training Accreditation Program*.

4. Exercise Solutions

EXERCISE 1.8-A Review Attachment 34, page 169, "Instructor Lesson Rating Form," DOE-HDBK-1078-94

ANSWER 1.8-A Review questions on the form.

EXERCISE 1.8-B Scan Job Aid 4-4, Part B, pages D-16-17, Effective Verbal/Nonverbal Communication, of *The Occasional Trainer's Handbook*.

ANSWER 1.8-B Evaluation of classroom training should include these points:

- Advance preparation
- Format of training material
 - Focus on training content
 - Material presented in an organized, logical sequence

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- Technical review
- Applied Instruction Theory

EXERCISE 1.8-C Scan Attachment 39, page 176-178, “Instructor Observation Checklist-Classroom,” of DOE-HDBK-1078-94

ANSWER 1.8-C None required.